

HANFORD SITE EXCAVATION PERMIT NOTE: Use Formal Operations Work Release to Control Work			EXCAVATION PERMIT NO. _____ LAST PERMITTED START DATE _____	
1. Work Package No.		2. W.O./Project No.		3. Location of Excavation
4. Originated By/Phone _____			Date _____	5. Change Notice (ECN, DCN or FMP) Number.
6. Drawings, Plans/Procedures Required (<i>Identification Numbers</i>)				
7. Description of Work (<i>Attach composite drawing of excavation location and all known interferences</i>)				
8. Special Instructions and Comments (Notify Site Utilities and call the U-Dig number (1-800-424-5555) at least 24 hours prior to digging. Walk down the excavation site and verify that scan marks are still visible - if not, call scanning organization to refresh marks. When anything unusual or unexpected is identified in an excavation, STOP until the discovery can be properly evaluated. Also refer to any company-specific safety procedures.)				
9. List Facilities, Services, Utilities, and Groundwater Wells Affected by Excavation				
REVIEW/CONCURRENCE: Insure Permit is Completed Acceptably and Safe Work Conditions are Achievable				
10. Design Authority / Technical Representative		Date		18. Traffic Engineer
11. Environmental		Date		19. Road and Track Maintenance
12. Radiological Control		Date		20. Safeguards and Security
13. Steam System		Date		21. Land Use Planning/600 Area Landlord
14a. Electrical Utilities (Transmission/Distribution)		Date		22. Sanitary Sewer
14b. Facility Electrical Systems (Secondary)		Date		23. Facility/System Owner(s)
15. Water Utilities		Date		24. Other
16. Telecommunications		Date		25. Responsible Manager
17. Transfer Lines & Process Sewer		Date		26. U-Dig Ticket # _____
Contact any affected parties (such as U-Dig) at least two days prior to start of excavation.				

INSTRUCTIONS FOR COMPLETING THE HANFORD SITE EXCAVATION PERMIT

Excavation Permit No.	Call the Hanford Site Excavation Coordinator, 373-6850, to log in your permit data and receive a permit number.
Last Permitted Start Date.	Enter the last permitted start date for this excavation permit. This date should be no more than 90 days from the last signature. Refer to this procedure for more details.
Block 1 & 2	Enter Work Package Number or appropriate source of funds or project number, if known.
Block 3	Enter brief location where excavation work is to be performed (include Section, Township, Range, and GPS Coordinates).
Block 4	Enter permit Originator name, phone number, and date of preparation.
Block 5	If excavation associated with an Engineering Change Notice or Facility Modification Package, enter ECN/FMP Number.
Block 6	List drawings and plans/procedures that describe the work to be performed.
Block 7	Describe the purpose of the excavation work. Attach a composite map identifying each of the areas to be excavated and all known interferences in the area of excavation. NOTE: The composite map is part of the excavation permit.
Block 8	Enter special instructions/comments or requirements relating to the excavation.
Block 9	List utilities, services, facilities, and groundwater wells that will or may be affected by the excavation.
Blocks 10 - 25	Obtain review/concurrence from designated organizations. Refer to Appendix E of the Site Excavation Procedure. Each reviewer shall print, sign, and date.
Block 26	Enter the Ticket number provided when the U-Dig number (1-800-424-5555) was called.
Points of Contact	Web page at http://www7.rl.gov/rapidweb/excavation/index.cfm?pagenum=1 Excavation Coordinator: Cindy Johnson: 373-6850

The original completed Hanford Site Excavation Permit is to be maintained in the Work Package/Project file. A courtesy copy shall be provided to the Hanford Site Excavation Permit Coordinator.